

# Cedar Blue Property Owners Association Board Meeting Minutes December 21, 2024

1. **Board Members Present:** David Ponder, Joe Mitchell, Brooke Bow, Lloyd Coppin, Mike Smith, Barry Sykes, Kathy Aebi, Robert Moyers, and Jackie Ponder, Park Manager
2. **Board Members Absent:** Rachel Gustin
3. **Property Owners Present:** 10 No public meeting
4. **Call to Order:** The Board Meeting was called to order at 9:00am by David Ponder
5. **Moment of prayer / silence:** Moment of silence observed.
6. **November 2024 Meeting Minutes were approved in Executive Meeting:**  
A motion to accept the minutes as written by: Lloyd Coppin  
Seconded by: Barry Sykes  
Motion approved by majority.

7. **Committees:**

Committees have been created and implemented to oversee different areas within the park. Each committee has authorization to take care of certain actions and will present a written report every month that will become a part of the minutes. You will see that there are times when more than one committee can be involved in a project. If you would like to volunteer to be on any of the committees, please email/contact any board member. Cedar Blue welcomes your help, ideas, and suggestions. These committees and their members will be posted on the website.

**Finance Committee:**

**Chair:** Joe Mitchell

**Members:** Brooke Bow, Rachel Gustin, Barry Sykes, Jackie Ponder

- Financial Report presented by Joe Mitchell (Report is attached)
  - Under budget for November

**November 2024** financials were approved in the Executive Meeting.

**Motion made by:** Lloyd Coppin

**Seconded by:** Mike Smith

**The motion passed by the majority.**

**Maintenance/Infrastructure Committee:**

**Co-Chairs:** David Ponder, Barry Sykes

**Members:** Lloyd Coppin, Mike Smith, Joe Mitchell, Robert Moyer, Jackie Ponder

Jackie Ponder presented the report (Report attached)

**Environmental Committee:**

**Co-Chairs:** Lloyd Coppin, Roy Branch

**Members:** Rachel Gustin, Mike Smith, Joe Mitchell, Barry Sykes, Kathy Aebi, Dewayne Denwalt

**3 Permits Submitted 37 Final Inspections**

Report presented by Lloyd Coppin (Report attached)

**Reminder, if you have completed your project, you need to call the office for a final inspection to be complete. The Environmental Committee will come around to make the final inspection of your project.**

**Insurance Committee:**

**Chair:** Barry Sykes  
**Members:** Brooke Bow, Rachel Gustin, Mike Smith, Jackie Ponder

**Personnel Committee:**

**Co-Chairs:** Rachel Gustin, Barry Sykes  
**Members:** Brooke Bow, Kathy Aebi, Jackie Ponder  
No Report

**Covenants and Bylaws Committee:**

**Chair:** Brooke Bow  
**Members:** Mike Smith, Joe Mitchell, Barry Sykes, Lloyd Coppin  
No Report

**8. Park Manager Report:**

Jackie Ponder presented the Park Manager Report (report attached)

**9. Entertainment Committee:**

- Ann Frizzel and Shelly Russell are the new Entertainment Committee Chairs

**10. Old Business:**

- The office will be closing at noon on Christmas Eve 12/24 and will be closed all day on Christmas 12/25 in observance of the Christmas Holiday.
- The office will be closing at noon on New Years Eve 12/31 and will be closed all day on New Years 1/1 in observance of the New Years Holiday.
- The 2025 assessments and golf cart fees have been added to all property owner accounts. The statements were mailed on October 31<sup>st</sup>. The first half is due by 5:00pm on January 31<sup>st</sup>, 2025. The second half is due by 5:00pm on April 30<sup>th</sup>, 2025. We did not have an increase in assessment fees for 2025. Therefore, the assessments will be \$700.00 for 2025. Property owners that live in the park for more than 183 days will be assessed an additional \$700.00 for excessive use.
- The October 19<sup>th</sup> meeting was the last public meeting for 2024. Public meetings will resume in March 2025.

**11. New Business: None**

**12. Property Owner's Comments: None**

**13. Adjournment:**

A Motion was made to Adjourn by: Lloyd Coppin

Seconded by: Barry Sykes

Motion passed by the majority.

Board meeting adjourned at: 9:15 am

FY25 Operating Expenses					
Nov-24					
Account Description	Account Number	FY25 Yearly Budget	FY25 Monthly Budget	Expenses	(Over)/Under Budget
Bank Charges	60100	\$1,400.00	\$ 116.67	\$ 281.90	(\$165.23)
Computer/Internet Charges	60210	\$1,000.00	\$ 83.33	\$ 83.00	\$0.33
Fuel	60240	\$6,500.00	\$ 541.67	\$ -	\$541.67
Insurance	60260	\$47,000.00	\$ 3,916.67	\$ -	\$3,916.67
Legal and Professional Expense	60280	\$6,500.00	\$ 541.67	\$ 600.00	(\$58.33)
Lien and Deed Fees	60320	\$300.00	\$ 25.00	\$ -	\$25.00
Office Expense	60340	\$2,000.00	\$ 166.67	\$ 214.81	(\$48.14)
Postage Expense	60345	\$500.00	\$ 41.67	\$ 9.96	\$31.71
Payroll Expense	60360	\$184,000.00	\$ 15,333.33	\$ 17,422.85	(\$2,089.52)
Property Taxes	60380	\$1,700.00	\$ 141.67	\$ -	\$141.67
Repairs and Maintenance	60400	\$75,000.00	\$ 6,250.00	\$ 12,545.74	(\$6,295.74)
Travel Expense	60420	\$250.00	\$ 20.83	\$ -	\$20.83
Entertainment Expense	60430	\$100.00	\$ 8.33	\$ -	\$8.33
Utilities	60440	\$145,000.00	\$ 12,083.33	\$ 12,445.17	(\$361.84)
Uniform Expense	60550	\$4,500.00	\$ 375.00	\$ 465.25	(\$90.25)
Training Expense	60555	\$250.00	\$ 20.83	\$ -	\$20.83
Federal Taxes	99000	\$0.00	\$ -	\$ -	\$0.00
Golf Cart Fund Expense	15250	\$13,000.00	\$ 1,083.33	\$ -	\$1,083.33
<b>Totals</b>		<b>\$ 489,000.00</b>	<b>\$ 40,750.00</b>	<b>\$ 44,068.68</b>	<b>\$ (3,318.68)</b>

<b>Utilities Breakdown:</b>	Trash:	\$2,109.23
	Water:	\$8,072.00
	OG&E:	\$1,943.68
	Phone:	\$320.26
	Propane	\$0.00
	<b>total</b>	<b>\$12,445.17</b>

<b>Golf Cart:</b>	<b>Income</b>	\$2,071.00	<b>Expense</b>	\$0.00	<b>Balance</b>	<b>\$14,349.28</b>
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		<b>Infrastructure Account:</b>		
<b>Previous Balance:</b>		\$63.86	<b>New Balance:</b>	\$63.86
	Income:	\$0.00		
		\$0.00 (interest)		
<b>Survey Expense:</b>	Expense:	\$0.00		
	Labor/Material	\$0.00		
		<b>\$63.86</b>		

Respectfully submitted;  
 1 of 1  
 Joe Mitchell / Finance Committee Chairman  
 12/28/2024



**Cedar Blue Property Owners Association  
Finance Committee Monthly Report  
December 2024**

Joe Mitchell, Chairman  
Rachel Gustin  
Brooke Bow  
Jackie Ponder

**Additional income/ Money collected:** Processing Fee-\$100.00 Covenant Violation-\$0.00. Excessive Use-\$0. Golf Cart Registration-\$2071.00. Golf Cart Violations-\$0.00. Construction permits-\$1035.00. Construction Penalty-\$0.00. Coast to Coast-\$360.00. Late Fees-\$400.00. Family Center Rental-\$500.00. Gate Card Replacement-\$100.00. Yearly Gate Card Purchase-\$120.00. Mowing penalties-\$0.00 Washer/Dryers-\$453.75. Air Machine-\$8.64. Unauthorized Dumping-\$0.00. Destruction of Property-\$0.00. Water Usage Penalty-\$0.00. Misc./Donations-\$0.00. Lien/Court Fee-Reimbursement-\$18.00. Attorney Fee-Reimbursement-\$0.00. Infrastructure Assessment-\$81,246.84. Notice of Publication (reimb.) \$0.00. Property Tax (reimb.) \$0.00. 2015,2016,2017 Assessments-\$0. 2018,2019,2020-Assessments-\$0.00. 2021,2022 Assessments-\$0.00. 2023 Assessments-\$700.00. 2024 Assessments-\$1,325.00 2025 Assessments-\$78,703.84.00 Return check charge-\$0.00. Postage refund-\$20.00.

**Review of Financial Report for September 2024.**

• **Operating Account & Money Market Account**

For the month of November 2024, the Park received \$88,049.51 in Ordinary Income. Expenses for the month of November 2024 were \$44,068.68.  
We are **under** budget for the month of September by **\$43,980.83**

**Infrastructure Account**

For the month of NOVEMBER 2024, the Infrastructure Account balance is at \$63.86. This amount will remain in the account for any emergency repairs or as needed for park Infrastructure.

**The total of all Accounts (Operating Account, Money Market Fund, and Infrastructure Fund) is \$436,177.25.**

**Golf Cart Account**

For the month of November 2024, the park received \$2071 in income and \$0.00 in expenses leaving a balance of \$14,349.28 in the Golf Cart Account.

**Accounts with 2017, 2018, 2019, 2020, 2021,2022,2023 and 2024 assessments and late fees not paid:**

There are a total of four (4) lots that are Delinquent in 2017, 2018, 2019, 2020, 2021, 2022, 2023, and 2024 dues with fees totaling \$12,014.00. Gate cards have been deactivated for these lots. (CR-039, CN-77, CN-82 & CB-287)

**Liens have been filed against these 4 lots.**

**Delinquent Accounts:**

There are Six (6) properties that are in foreclosure totaling \$69,054.87 and given to the Attorney for processing. The amount owed consists of yearly assessments for 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, & 2024 special assessments, attorney fees, late fees, court filing costs, lien fees, mowing, upkeep fees, and/or fines.

<b>CR-055</b>	<b>\$12,187.73</b>	<b>CR-059</b>	<b>\$12,173.73</b>	<b>CR-060</b>	<b>\$11,524.04</b>
<b>CR-061</b>	<b>\$10,529.04</b>	<b>CR-086</b>	<b>\$11,878.16</b>	<b>CR-087</b>	<b>\$10,762.17</b>

**Gate cards have been deactivated.**

**Grand Total owed to Cedar Blue for delinquent accounts and in foreclosure = \$81,068.87.**

# Maintenance / Infrastructure Report

## December 21, 2024

Chair: David Ponder/Barry Sykes  
Park Manager: Jackie Ponder

Committee Members: Lloyd Coppin  
Joe Mitchell  
Robert Moyers

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We would like to welcome Jerry Vaughn back to work. He was surely missed by all.

Christopher, Dalton, and Jerry have done some winterizing for the season. They have also repaired three inground water valves in Cedar Ridge, one in Cedar North, two in Cedar Creek and one in the Cedar Blue area.

The patio ceiling at the Family Center has been repaired.

Reminder: Please shut off your inground water valve when you leave the park.

Thank you,

Jackie and Emily

# Environmental Committee Report

## December 21, 2024

Chair: Lloyd Coppin/Roy Branch  
Members: Rachel Gustin  
Dewayne Denwalt  
Mike Smith  
Joe Mitchell  
Kathy Aebi  
Barry Sykes

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The Environmental Committee reviews permits on the 3<sup>rd</sup> Saturday of each month. It is preferred and suggested that property owners be present at that time for any further questions about your permit.

### Permits for approval:

There are Three (3) Building permits for construction submitted.  
Thirty-Seven (37) permits for final inspection.

REMINDER: When construction projects are complete, please contact the office for a final inspection.

Please post your lot numbers on your property so it can be identified for emergency purposes and for the environmental committee to find your lot if you should have a building permit submitted.

Signed:

Lloyd Coppin & Roy Branch,  
Committee Chair



# Park Manager Report

## December 21, 2024

Cedar Blue Office Hours: Monday– Saturday 8:00 am – 5:00 pm

Closed for lunch 12:00 pm to 1:00 pm

Closed Sunday

Phone: (580)-622-6302

Email: [parkadmin@cedar-blue.com](mailto:parkadmin@cedar-blue.com)

Jackie Ponder-Park Manager

Emily Blackburn-Office Assistant

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As of January 6<sup>th</sup>, the new office Hours are Monday – Saturday 8:00 am to 5:00 pm. Closed for lunch 12:00 pm to 1:00 pm. Closed on Sunday's.

The 2025 assessments and golf carts have been mailed out on October 31, 2024. If you have not received yours, please contact the office so we can see if we have the correct address on file. The first half is due by 5:00 pm January 31, 2025 and the second half is due by 5:00 pm April 30, 2025. The assessments are \$700.00 per year and \$25.00 per golf cart. Property owners that live here or are in the park for more than 183 days, you will be assessed another \$700.00 for an excessive use penalty.

There will be no public board meetings, November 2024 through February 2025.

The board of directors will have the Executive meetings monthly to conduct Cedar Blue business and to look at and approve building permits that have been submitted. Public meetings will resume March 15, 2025.

**The Cedar Blue office will be closing at noon on Tuesday, December 24<sup>th</sup>, and Closed Wednesday (Christmas Day), December 25<sup>th</sup>, for the Christmas holiday. We will resume regular hours Thursday, December 26<sup>th</sup>, 2024, and will be Closing at noon, Tuesday, December 31<sup>st</sup>. Closed on Wednesday, January 1<sup>st</sup> 2025 for the New Year holiday and resume regular hours on Thursday, January 2, 2025.**

**Merry Christmas and a Happy New Year!**

If an Emergency should occur after hours call the office at 580-622-6302,

At the end of the message is a contact cell phone number to call.

If there is no answer, please leave a message and

Someone will return your call.

**FORGETTING A GATE CARD IS NOT AN EMERGENCY**

If you have a non-emergency after hours, you may call the office and leave a message.

Someone will call you back upon returning.

*Jackie & Emily*